

# CREATING A PARCHMENT ACCOUNT

## Dakota High School

1. To create a parchment account, you will need a valid email address. Do not use an email address assigned by the school because you can't access your school account after you graduate, and you may still need/want to access your parchment account.
2. Go to [www.parchment.com](http://www.parchment.com) to create your account.
3. Click on CREATE AN ACCOUNT. You are considered a LEARNER.
4. When you create your account, you will be a NEW USER.
5. Provide your full legal name and your birthdate.
6. For highest level of completed education, **enter last year's grade – it's the last one you completed.**
7. Enter your email address and create a password for Parchment.
8. When asked if you want to register for college and scholarship information or create a profile, **click NO**. You can do that at another time, if you want, but it's not required.
9. If you are under 18 years of age, you will be asked if you have your parent's/guardian's permission to create an account. Click YES.
10. In your Parchment account, you will link your account to Dakota High School in Macomb, Michigan. Click on the PLUS sign to link to Dakota High School as the school that you attend.
11. You will enter the earliest year that you attended high school (Class of 2024 would be 2020).
12. Enter your graduation year – 2024. Make sure that you enter the correct graduation year.
13. You will be asked if you "waive your rights to seeing the info the high school sends". **WAIVE YOUR RIGHTS** to allow the school to send the transcripts on your behalf.
14. You can now order transcripts. The transcripts can be emailed to yourself or directly to colleges.

Do not request electronic copies be sent to colleges if you have not applied to them yet. Colleges do not keep e-copies if they cannot be matched to an application with the exact same student's name and birthdate.

**Please note: While you are in high school, there is no charge for transcripts to be sent electronically. However, as of August 1<sup>st</sup> after your graduation, you will be charged a fee, so make sure you request final transcripts to be sent to your college by July 31<sup>st</sup> after your graduation.**